

Government Travel Training



Resource Management Division

Logistics Solutions for the Warfighter



Agenda

- Objective and Overview
- Taking the Trip
- Government Travel Card Information
- Lodging
- Common Mistakes
- Examples of Miscellaneous Expenses
- Important Reminders



Objective and Overview

- **Objective**

- To provide Government Travel training to Fund Managers

- **Overview**

After completing this training, you will be able to :

- Understand various common mistakes that occur during official travel
- Identify types of authorized reimbursable expenses



Taking the Trip

What you should take with you on the Trip:

- A government issued picture ID card/badge or drivers license to get through security and board the airplane
- A copy of your travel authorization
- The government travel charge card to pay for official travel expenses, i.e hotel, car rental and meals
- Personal cash or credit card to pay for personal expenses
- Lodging tax exempt forms; if available
 - Keep a record of expenses by writing them down or saving receipts. Airfare, Lodging, and Rental Car charges are mandatory on GOVCC (if applicable). Additionally, **YOU MUST** retain airfare, lodging and rental car receipts to file with your voucher. Follow agency policy with regard to other receipts.

A Quick Snapshot of What Is and What Is Not Reimbursable

Is Reimbursable	Is Not Reimbursable
<ul style="list-style-type: none"> •Air Fare •Ticketed Ground Transportation (bus, train, etc.) •Privately-owned Conveyance (POC) at the Defense Table of Official Distances (DTOD) rates •Rental Vehicle 	<ul style="list-style-type: none"> •Business or First Class air fares without prior written approval •Unapproved Government/POC Vehicle to include fuel purchases •Mileage for Gov't/Rental Vehicle
<ul style="list-style-type: none"> •Maximum Lodging amount allowed for the per diem locality excluding lodging tax •Lodging taxes 	<ul style="list-style-type: none"> •Amount in excess of the lodging amount allowed for the per diem locality unless previously approved
<ul style="list-style-type: none"> •Meals (up to the rate for the per diem locality) 	<ul style="list-style-type: none"> •Meal costs over the rate for the per diem locality
<ul style="list-style-type: none"> •Personal calls (limited to \$5, per agency) 	<ul style="list-style-type: none"> •Personal calls (over allowance)
<ul style="list-style-type: none"> •Work related use of telephone calls, computers, printers, and fax machine 	<ul style="list-style-type: none"> •Gifts
<ul style="list-style-type: none"> •Civilians (CONUS): Laundry and dry cleaning (at TAD location and only after four consecutive nights) 	<ul style="list-style-type: none"> •Postcards, postage
<ul style="list-style-type: none"> •Shuttle and/or taxi (including tips) to and from airport •Shuttle and/or taxi around TAD location •POV mileage to and from airport 	
<ul style="list-style-type: none"> •CTO Fees, Baggage/Excess Baggage Fees •ATM fees (cash advances for official travel) •Fees for traveler's checks, money orders, certified checks, and passport/visa 	<ul style="list-style-type: none"> •ATM fees on personal credit card advances



Government Travel Card Information

- **Use for authorized government travel expenses only**
 - Lodging (mandatory)
 - Transportation (mandatory for rental, airfare)
 - Meals (if all M&IE was obtained via ATM cash advance, traveler must not use card to pay for meals)
- Split Disbursement
 - Mandated disbursement of payment directly to the bank



Lodging

- **Government:**
 - Civilian employees cannot be required to use government quarters
 - Authorizing Official (AO) can direct government quarters if:
 - Traveler is a uniformed member
 - Traveler is TDY/TAD to installation
 - Government quarters exist on that installation
 - Non-availability number needed when lodging not available
- **Commercial:**
 - DTS automatically populates based on the per diem rates
 - AO can approve more than per diem rate if necessary
 - Rates of 101%-150% of per diem rate must be accompanied by email from immediate supervisor/upper management providing justification for excess lodging cost
 - Rates of 151%-300% of the per diem rate must be accompanied by email from Director/Deputy providing justification for excess lodging cost
 - Must be approved prior to travel
 - Hotel/State taxes not included in US and territories
 - Claim as a reimbursable expense
 - Use Tax Exemption Form at participating hotels
 - No reimbursement if staying with relatives or friends



Common Mistakes

Travel Card

- Purchases:
 - Buying non-travel related goods/services (i.e., books, magazines, souvenirs)
 - Non-reimbursable items (i.e., tires, repairs for POC)
- ATM Advance:
 - Claim amount of ATM advance in lieu of the ATM fees
 - Use card for ATM advance and for their meal purchases
 - Claim ATM fees when using personal credit card
 - Taken before trip cancelled (Traveler must pay back immediately, fees would be reimbursable)

- Commercial Air
 - Not notifying CTO of trip cancellation to have ticket refunded to the travel card account



Common Mistakes cont'd

Ground Transportation

- Mileage
 - Use of odometer, map distance, etc., in lieu of Defense Table of Official Distances (DTOD) (en route)
 - (In & around mileage is measured by odometer readings - DTOD is used for travel between TAD locations)
 - Claim mileage when driving a rental car (Govt pays for car and gas expenses only)
 - Passengers claim mileage reimbursement (not valid)
 - Claim gasoline expense when driving POC (can claim mileage only)

Lodging (Actual vs. Per Diem)

- Incorrect lodging cost
 - Use of locality default vs. **actual cost** (i.e., lodging allowed is \$70, traveler paid \$65, reimbursement is for actual cost of \$65)
- Incorrect taxes claimed
 - If lodging is over per diem, taxes should be prorated (i.e., lodging allowed is \$70, traveler paid \$75, reimbursement of taxes is based on allowable lodging of \$70)



Common Mistakes cont'd

Lodging Reservations

- Traveler makes lodging reservations via a booking agency (Vegas.com, Hotels.com, Expedia.com, etc.)
 - Valid receipts are not easily obtained
 - Booking fees are not reimbursable
- Traveler makes lodging reservations for multiple travelers
 - Travelers should confirm their own reservations with the GOVCC to prevent confusion with lodging charges
 - Vegas hotels often refuse to change the payment information upon check-in/out



Common Mistakes cont'd

M&IE

- Traveler using incorrect TDY/TAD location
 - Traveler should use actual TDY/TAD location site vice lodging location to determine per diem rate
- Claim full meal rate when meals are provided
 - Breakfast not included in the contracted government hotel rate is not considered “meal provided” (i.e., Breakfast would be considered a meal provided if hotel rate is \$75 w/o breakfast and w/breakfast \$85)



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M&IE

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Common Mistakes cont'd

Reimbursable Expenses

- Claim for estimate vs. actual (i.e., amount entered on authorization is not revised to actual amount on voucher)
- Currency exchange:
 - Claim made for incorrect rate (not rate used on date incurred or shown on travel card statement)
 - Amount claimed must be converted from foreign to US dollars.
 - The exchange rate can be found by dividing the amount of the charge shown on the travel card statement by the amount of the foreign currency shown on the receipt
 - The exchange rate can then be applied to other receipts to figure the reimbursable amount in US dollars



Examples Miscellaneous Expenses

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|--|---|
| <ul style="list-style-type: none">• Transportation Costs<ul style="list-style-type: none">– To / from terminal– Tips for taxis / limousines / courtesy shuttles– Parking fees at terminal– Driving fees (parking, tolls, ferry)– Transportation costs at the TDY/TAD location• Baggage tips<ul style="list-style-type: none">– Uniform members reimbursed– Civilians only for government property and recognized disability• Laundry / dry cleaning (CONUS only, at TDY/TAD location)<ul style="list-style-type: none">– DoD civilians – after 4 nights TDY/TAD– Uniformed members – after 7 nights TDY/TAD, max \$2/day | <ul style="list-style-type: none">• Other Expenses<ul style="list-style-type: none">– Typing services / clerical assistance– Service fees for interpreters / packers / guides / drivers– Storage of property used for official business– Room rental used for official business– Registration fees (if registration includes meals; meals must be prorated)– Dual lodging costs– Lodging late checkout fees |
|--|---|



Important Reminders

- **Do not** use the travel card for personal expenses (i.e., POV repairs, souvenirs, etc.)
- **Do not** obtain advances that exceed your expected expenses
- **Do not** obtain advances unless you are on travel
- **Do not** allow your monthly bill to become overdue
- **Do not** wait for receipt of your bill before settling your claim
- **Do not** make late payments which could result in account suspension or cancellation of your card and/or disciplinary action
- **Do not** forget that the card is issued to you and liability for payment is your responsibility ... **Non-payment and/or delinquency will affect your personal credit**
- **Misuse can result in disciplinary actions**
- Look at your statements
- Follow bank's dispute process if needed
- Check-in online may reduce your baggage fee



QUESTIONS?